



City of Idaho Falls

Library Technician - Part-Time

SALARY	\$17.46 - \$24.17 Hourly	LOCATION	Idaho Falls, ID
JOB TYPE	Casual	JOB NUMBER	2023-1102
DEPARTMENT	Library	OPENING DATE	11/02/2023
CLOSING DATE	Continuous		

General Purpose

The City of Idaho Falls is currently accepting applications for a part-time (19.5 hours per week - no benefits offered) position of Library Technician. This position performs a variety of entry level, routine patron assistance duties as needed to expedite the delivery of public library services. Functional assignments may include access services, technical and branch services, maker's space, adult services or children's services. Works under the close supervision of an assigned department supervisor or Library Director.

Essential Functions

Receives special assignments related to on-going monitoring of an assigned collection or special function (i.e., interlibrary loan); performs general collection upkeep and maintenance; repairs damaged materials, discovers and replaces missing items; may in-process new materials (i.e., books, audio material, periodicals), assure proper labeling and completes computer documentation verifying collection status; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs.

Assists patrons with self-check-out machine; performs complete circulation support duties; checks books and materials in and out, assures proper sensitizing or desensitizing of coded information; verifies proper bar-codes, checks for damaged materials; retrieves book-drop materials; operates computer to enter and update patron records; identifies patron status in relation to obligations, i.e., fines, and communicates the same to patrons; follows established guidelines in allowing waiver of fines; issues new and replacement library cards; operates computer to delete items from the collections.

Provides general and specialized reference assistance; responds to questions and directs patrons; may provide simple training to patrons in use of computer to locate collection materials via internet, searchbank, etc.; may monitor e-mail addresses to check for memos, directives and information; reviews clipboard messages and information.

Performs various aspects of the technical services processing functions; receives acquisition deliveries; processes paper back and hardback books; processes audio visual materials, CD's, videos, pictures, posters, etc.; prepares book jacket coverings; assures proper labeling of collection items; assigns bar-codes, verifies bibliography records, changes labels; mends materials as needed, makes recommendations to mend, bind or discard; processes library bindery orders, monitors status of orders, receives bindery deliveries and verifies shipments, matches delivery slips with invoices and performs

quality checks; handles rush orders to meet 24 hr. turn-around objectives; laminates posters, signs, etc.

Provides general assistance to patrons by directing them to various locations in the library as needed to locate certain types of collection materials and books; monitors patron behavior to assure compliance with library regulations; educates and assists patrons with seasonal reading programs; delivers story times; performs as a telephone operator on a regular library shift; receives and routes telephone calls in assisting the calling public.

Operates cash register in taking payments for fines and lost materials and miscellaneous items; issues receipts and makes change.

Performs general cleaning; picks up litter and items left by patrons as needed to maintain basic tidiness of the library; assists with opening and closing building and assures general building security; makes facility & conference room reservations; leads scout and school tours; assists to plan, organize and create displays and completes various promotional projects.

Performs related duties as required .

Minimum Qualifications

1. Education and Experience:

A. Graduation from high school; plus two **(2)** years college level education with course background in Library Science. **AND**
B. No experience required; OR **C.** An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of general library reference, circulation, general classification methods, practices and procedures; Dewey Decimal System; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills. various specialty routines, methods, processes and procedures related to circulation, periodicals, and technical services; software applications, i.e., "Horizon"; various types of inter-related equipment, specifications and compatibility; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages.

Skill in the use of various office machines and equipment, including, computer, scanner, desensitizer, cash register , copy machine, debit /credit card machine, printer, sensitizer and mail machine .

Ability to perform general clerical functions quickly and accurately; understand and follow written and oral instructions and work independently in carrying out work assignments; adhere to a prescribed routine; operate various office machines and equipment; establish and maintain effective working relationship with fellow employees and patrons of all ages ; communicate effectively verbally and in writing.

Work Environment

Incumbent of the position performs in a typical indoor setting with appropriate climate controls. Tasks require variety of physical activities involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (20-40 pounds). Talking, hearing and seeing necessary to the performance of most duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

Agency

City of Idaho Falls

Phone

208-612-8248

208-612-8106

Address

700 Park Avenue

PO Box 50220

Idaho Falls, Idaho , 83405-0220

Website

<http://www.idahofallsidaho.gov/>

